Risk Register Template

Site / Project	______________	**Address**	______________
Inspector name	______________	**Company**	______________
Date	______________	**Time**	______________

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Jurisdiction: Global. ISO 31000 is an international guideline; HSE-informed but adaptable to any jurisdiction. Not a statutory certificate.

Inspection checklist

Register header and metadata

Project / site name

Register owner and contact

Date created and date of last review

Review frequency (e.g. monthly, quarterly)

Version number

Risk identification

Risk ID (unique identifier, e.g. R-001)

Risk description (specific hazard, who is exposed, circumstances)

Risk category (safety, operational, financial, compliance, reputational)

Risk rating

Likelihood rating (1–5 or Rare–Almost Certain)

Impact / severity rating (1–5 or Minor–Catastrophic)

Risk score (Likelihood × Impact)

Risk level (Low / Medium / High / Extreme)

Controls and actions

Existing controls (what is already in place)

Further actions required (additional controls needed)

Action owner (named person, not a team)

Target completion date

Status (Open / In Progress / Monitored / Closed)

Review and closure

Review date (next scheduled review)

Residual risk score after controls applied

Closure notes (reason for closing the risk)

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature ______________________ **Name** ______________________

Date ______________________

References consulted

ISO 31000:2018 Risk management - Guidelines (2018)

HSE – Managing for health and safety (HSG65)

OSHA – Recommended Practices for Safety and Health Programs

ISO 31000:2018 – Annex A (Risk management process)

Verify the current edition and local adoption before use.